

TOWNSHIP OF Scugog

Film Policy



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TOWNSHIP OF SCUGOG

POLICIES AND PROCEDURES

RE: FILMING IN THE TOWNSHIP OF SCUGOG

EFFECTIVE: June 2006

Policy Statement	The Township of Scugog encourages filming and photography projects within the municipality and issues permits for approved projects.
Purpose	<p>The Township of Scugog recognizes that the direct and indirect economic benefits to the community associated with the film and television industry.</p> <p>Pre-approval of projects ensure that Township property and the rights, safety and privacy of the citizens of the Township of Scugog are protected, while supporting this industry.</p> <p>This policy provides guidelines for the assessment and co-ordination of commercial filming projects.</p>
Legislative Authority	Film permits will be issued only in accordance with applicable by-laws, including but not limited to by-laws governing noise, road closures, fireworks, fees and charges.
Definitions	<p>“CAO” means the Chief Administrative Officer of the Township of Scugog.</p> <p>“Film Liaison” means the Film Liaison for the Township of Scugog.</p> <p>“Film Permit” means a permit and/or letter authorizing filming within the Township of Scugog.</p>

“Museum” means the Scugog Shores Historical Museum.

“Production Company” means a company or individual conducting filming.

“Township” means the Corporation of the Township of Scugog.

Applicability

This policy applies to all location filming which takes place in the Township of Scugog, excluding current affairs and newscasts.

Photography and videography related to weddings, sports teams, and family photos do not require a Film Permit and are not subject to this policy.

With respect to location filming on private property, or individual businesses, the property owner or business owner is responsible for negotiating with the Production Company regarding terms and conditions and fees related to the use of the private property. However, as most film projects also impact the surrounding neighbourhood, the Production Company must also apply for and receive a Film Permit from the Township prior to filming.

Permit Issuance

A Film Permit is required for all projects. Film Permits are issued by the Clerk’s Department, after review by other affected staff and outside organizations.

Application Requirements

The Production Company must complete a Film Application, as set out in Appendix “A “ and submit it to the Clerk’s Department. A permit will not be issued without a completed application.

Applications for filming projects that involve Township roads only and no other Township property, will be reviewed by the Film Liaison and forwarded to the Director of Public Works & Parks for final approval. If the Film Liaison is unable to

accommodate the application due to resource or time limitations, responsibility for review and approval of the application will be delegated to the Director Public Works & Parks. The application will then be returned to the Clerk's Department for permit issuance.

Permits for filming at Township owned facilities and properties are subject to the compatibility of community booking schedules, and at the discretion of the Film Liaison and the facility's management. In addition, the Township reserves the right to review all film scripts and, acting reasonably, to reject any application.

Filming in the area of the Municipal Office shall be permitted only with the approval of a majority of the elected officials and the CAO.

Application Process

The Director of Community Services or his/her designate, in consultation with other staff as appropriate, is responsible for approving applications as they relate to facilities other than roads. The Director of Public Works & Parks or his/her designate is responsible for approving applications as they relate to Township roads. Should a road closure of more than 24 hours be requested, Council approval is required.

Applications are considered on a case by case basis by the appropriate staff. Any concerns are discussed and special requirements/approvals are identified (such as police/fire approval for certain special effects); staff requirements are determined and appropriate fees and security deposits are established.

The Film Liaison will contact the Production Company with information on the facility and costs.

If the Production Company wishes to proceed with filming, the Clerk's Department will prepare the Film Permit, outlining the filming conditions and the Township requirements.

Prior to the issuance of the permit, the Production Company must provide the Film Liaison with an insurance certificate, a security deposit (if applicable) and payment of all required fees.

Application Timelines

Applications should be made to the Clerk's Department at least four (4) business days in advance of filming activity. If a road closure of more than 24 hours is required, the application should be submitted at least 14 business days in advance to allow time for Council approval.

Fees

Fees for commercial filming are outlined in the Township Fees and Charges By-Law, a copy of which will be provided to the applicant. Projects which are not considered "commercial" (i.e. student projects) are not subject to permit fees.

The Production Company may be required to pay for the services of Township staff when filming on Township owned property. The necessity for and fees for such staff will be determined on a case-by-case basis at the discretion of the appropriate staff and Film Liaison.

All fees must be paid prior to permit issuance. Once filming begins or is about to begin, if there are any changes to the fees the Production Company will be notified immediately.

Emergency services personnel may be required to be contacted prior to filming, or to be on-site during filming. All costs associated with these requirements are the responsibility of the applicant. Where services are not provided under this Policy, the applicant is required to pay the service provider directly.

Insurance Requirements

All companies filming in the Township must provide, prior to the issuance of a permit, a certificate of comprehensive general liability insurance in the amount of \$5 million per occurrence or such higher limits as the Township of Scugog reasonably requires depending on the nature of filming and all such policies shall add the Township as an additional insured. Policies shall contain a cross liability clause, a severability or interests clause and shall not call into contribution any other insurance available to the Township. In addition, such policies shall not be cancelled or amended without the written consent of the Township. This insurance certificate shall be retained by the Film Liaison.

The Daily Call Sheet shall be provided to the Film Liaison for applicable shooting days.

Indemnification/Save Harmless

The Production Company shall indemnify and save harmless the Township from and against all claims, actions, damages, injuries, costs expenses or losses whatsoever, which may arise or be brought against the Township as a result of or in connection with the said use of location(s) by the Production Company, its employees, contractors, agents or representatives; and specifically, the Township will not be responsible for any liability arising from these activities with respect to the advertising or any copyright or trademark infringements.

Notice Requirements To the Community

The Production Company must notify affected residents and businesses, in writing and in advance of filming, as instructed by the Film Liaison. The notice will include information related to the project, such as the duration and location of filming, planned special effects, road and lane closures, sidewalk usage and street parking restrictions. A copy of all notification letters must be on file with the Film Liaison and appropriate departments. A sample notice letter can be provided by the Film Liaison.

**To Elected Officials/
Township Staff**

The Clerk will notify the Mayor and Ward Councillor as soon as the permit has been issued.

Copies of the Film Permit and/or information pertaining to the filming project will be forwarded to the appropriate staff member.

Monitoring

The Production Company should keep a copy of the Film Permit on site at all times. At the commencement of the scheduled shoot, the Film Liaison will oversee the activities of the Production Company and will act as the Township's contact person. The Film Liaison is responsible for monitoring the Production Company on site, and has the authority to revoke the Film Permit if the Production Company does not adhere to the Film Permit, or to grant last minute on-site requests.

The Production Company must place signs in public access areas in heavily trafficked areas to inform the public that the area is being used for filming and delays may occur. Any such delays must not exceed five (5) minutes unless prior approval has been arranged.

Clean Up

Production crews are responsible for clean up at the location at the end of the day with a minimum amount of noise and disruption. Upon completion of the shoot the Production Company must ensure that the area is returned to its original condition unless otherwise approved by the Film Liaison. Failure to do so will result in billing the Production Company accordingly.

Complaints will be forwarded to the location manager for future consideration and discussion.

Security Deposit

Where deemed necessary by the Film Liaison, a certified cheque shall be required prior to the issuance of a film permit as stipulated on the permit and this deposit shall not be returned until all

invoices, charges and claims have been cleared.

Impact on Residents and Businesses

It is the Production Company's responsibility to ensure that there is a minimum of disruption to residents, occupants and businesses where filming occurs.

Where, in the opinion of the Film Liaison, the approval of affected residents or businesses is required prior to a film permit being issued or prior to filming taking place, the Production Company is responsible for requesting approval of the affected resident or business. The request for approval must be in a form approved by the Film Liaison, and must clearly state what the residents or businesses are being asked to approve, why their approval is being sought, and that they have a right to object to the project taking place. The approval must be by signature, noting the name and address of the resident or business owner.

Restrictions on Hours/Days for Filming

Permits authorizing filming in residential areas between 11:00 p.m. and 7:00 a.m. will not be approved unless all affected residents have been notified in advance. Depending on the potential impact on the area, the approval of a majority of affected residents (as determined by the Film Liaison) may be required before the permit can be issued.

Limitations

Locating filming in residential areas will be limited to two (2) occasions per year for each residential block unless approval of the majority of affected residents, as determined by the Film Liaison, is obtained and all notification procedures are followed to the satisfaction of the Film Liaison.

Compensation

The Township does not compensate individuals for disruption due to filming, nor will the Township require a Production Company to do so, unless there is a legal requirement to provide compensation or the Production Company voluntarily agrees to do so.

Access to Premises

The Production Company must ensure that residents, business owners and customers have access to their respective premises and that there is pedestrian and vehicular access to adjoining properties.

Parking and/or Standing

The Production Company must make every effort to ensure that people displaying legitimate credentials such as disabled parking permits are accommodated in recognition of their personal safety.

Production vehicles must not block fire hydrants or be parked in fire routes or within 9 metres of an intersecting street, or impede any emergency response vehicles without authorization from the Film Liaison.

In Township parks, production vehicles and equipment must not block driveways or other access/egress ramps. Production vehicles must leave at least two feet clearance on either side of a driveway, ramp, other accesses/egresses or ingresses. In all other circumstances, vehicles cannot block driveways or other access ramps without the approval of the owner.

Relocating vehicles by towing to accommodate filming or parking will not be permitted.

The Township provides complimentary parking at its facilities for its facility renters, residents and visitors. However, for the purposes of film production, parking can be reserved in municipal lots according to the conditions provided in Appendix "C" and to the fee schedule as set out in the Township Fees and Charges By-Law.

Traffic Stoppages

Intermittent traffic stoppages, if permitted, will be limited to a maximum of five (5) minutes unless otherwise stated on the Film Permit and must be conducted under the supervision of a Pay Duty Police Officer. The Production Company is responsible to arrange for the Township Public Works Department to cover, alter, remove and/or reinstall traffic or street signs as may be necessary.

Environmental Impact

Residents, occupants and business owners should be free from any negative environmental conditions resulting from filming including but not limited to: spill over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or conduct their business unless they have been contacted and do not express any objection. Specifically:

- Lighting for filming should be oriented away from neighbouring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic. Night filming involving intensive lighting between 11:00 p.m. and 7:00 a.m. requires approval of a majority of the affected residents.
- Noise – The Production Company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.
- Generators – All generators used on streets in residential areas or in Township parks will be “blimped” generators unless otherwise approved. “Blimped” means noise reduced.

Production Vehicles

All vehicles carrying equipment involved in the production will be issued a Location Filming Permission Card which must be displayed on their dashboards and it is the responsibility of the Production Company to determine in advance, the number of production vehicles requiring such a permit.

Emergency Services

Qualified emergency services personnel (police, fire, ambulance) may be required to be on site during the filming of dangerous situations such as special effects, stunts, and/or detonation of pyrotechnics, as determined by the Film Liaison.

The Scugog Fire Department must be advised in advance, in writing, when the use of pyrotechnic devices, fireworks or flammable or combustible liquids or materials is being planned. The notice must provide details of how the materials will be used. The Scugog Fire Department may impose conditions regarding the use of these materials. Any conditions will be included as part of the Film Permit.

Pay duty police officers are required for such things as permit compliance, intermittent traffic stoppages and traffic control and the detonation of pyrotechnic special effects. A copy of the permit is to be supplied to the pay duty officer on duty.

All costs associated with the above requirements are at the expense of the Production Company. See Appendix "B" for fee schedules and pertinent information.

Code of Conduct

It is the responsibility of the Production Company to ensure that their staff operate in a safe and professional manner in the course of their duties.

Compliance

Despite the issuance of a permit, the Production Company shall ensure that it and its staff and agents comply with all applicable legislation and By-Law requirements, in addition to the conditions provided on the Film Permit. Failure to comply with such requirements may result in the revocation of the Film Permit, even if no specific terms on the Film Permit are breached.

Dispute Resolution

In the event that the Film Liaison Coordinator, the BIA and/or the film company cannot come to a resolution on an issue, the decision of the Township of Scugog Chief Administrative Officer shall be final and binding.

Appendices

Appendix "A"	Film Permit Application
Appendix "B"	Fire Department/Police Department Contact Info
Appendix "C"	Reserved Parking
Appendix "D"	Requirements for Film at the Scugog Shores Museum
Appendix "E"	Production Information Sheet
Appendix "F"	Requirements for Filming in the Downtown Port Perry BIA

Appendix "B"
Fire Department/Police Department
Contact Information

Fire Department

For information purposes contact:

Chief Richard Miller
Township of Scugog Fire Department
905 985 2384

Fees for the Fire Department Services are set out in the Fire Department Fees for Services By-Law.

Police Department

For information purposes only contact:

Durham Regional Police
(905) 579-1520, ext. 2672 or 2673

Ontario Provincial Police, Whitby Department
(905) 668-3388

Pay Duty Officers

Requests for pay duty officers will be made through the Durham Regional Police Department at (905) 579-1520, extension 2672 or 2673.

Due to the limited availability of officers and equipment, seven (7) days notice will be required in arranging for paid duties. Failure to provide sufficient notice may result in the non-availability of Pay Duty Officers.

Pay Duty Rates

Rates are subject to change annually. To determine the current rate, please call (905) 579-1520, extension 2672 or 2673.

If a vehicle is used on a pay duty, the film company will be billed by the Durham Regional Police at the end of the week. A fee per vehicle will be charged.

Pay duty officers are hired on an hourly basis. However, the officer must be paid for a minimum of three (3) hours, even if required for only one hour. If four (4) or more constables are required, a supervisor may also be needed.

Should it become necessary to cancel a pay duty officer, the Durham Regional Police must be notified eight (8) hours prior to the scheduled starting time for the paid duty. Failure to give sufficient notification (less than eight (8) hours notice), will result in the film company being required to pay the officer(s) the minimum of three (3) hours pay together with the administration fee.

Appendix “C”
Reserved Parking

Municipal parking can be reserved, if available, in any of the following lots:

Lot	Location	Approximate Capacity (standard parking stalls)
Scugog Centre Lot - Community Hall side	1655 Reach Street	140
Scugog Centre Lot - Arena side	1655 Reach Street	138
Boat Launch	Old Rail Lane	96
Old Arena Lot	Access from Water Street (downtown Port Perry)	88
Scout Hall	Perry and Simcoe Streets (downtown Port Perry)	25
Post Office	Mary St. (behind the Post Office)	117
Mary St. Parking Lot	Water/Mary St.	38
Ball Diamond Parking Lot	57 Water St.	30
Birdseye Pool	254 Water St.	45 including Library

Conditions for reserved parking:

- film company to provide all necessary pylons, tape, supervision during period of reservation
- lots are reserved on a daily basis only
- reserved parking, if desired, will be part and parcel of the Film Permit and as such, payment must be received with the application

Appendix “D”
Requirements for Filming at the Scugog Shores Historical Museum

Photography, Video

- Still photography and video for personal use is permitted on the grounds at no charge. Flash photography is not permitted inside any building except the church.
- Commercial photographs/videos may be taken for a fee and are permitted only by approval of the Manager of Recreation & Culture or his/her designate and when covered by a separate agreement. Professional wedding photographs/videos are allowed for a fee.
- Photography/video sessions must be approved and scheduled in advance with the Manager of Recreation & Culture or his/her designate. There will be an extra charge if scheduled outside of normal operating hours.
- The museum may require that one (1) copy of any photograph taken on site is given to the museum for its use, subject to a release agreement. Proper credit will be given in such cases.
- Care must be taken on the grounds. Gardens are off limits. Nothing may be affixed to any structure. Parking is provided in front of the schoolhouse or in the back parking lot, no vehicle may be taken into the village, without prior approval.

Filming

- Filming will only be allowed if the Manager of Recreation & Culture or his/her designate is satisfied that the staff, landscape, buildings and collections will be treated with care and respect.
- Precise locations and filming set-up and schedules must be approved in advance by the Manager of Recreation & Culture or his/her designate. Any changes in locations, set-up or schedules must be authorized by the Manager of Recreation & Culture or his/her designate.

- All furnishings and artifacts are to be handled by museum staff or under the direct supervision of museum staff.
- A refundable damage deposit will be required.
- Site Restrictions:-
 - There will be no filming allowed during special events.
 - There is no smoking allowed in the buildings.
 - No food or drink may be consumed in any of the buildings.
 - Building interiors and exteriors may be not altered, temporarily or permanently without prior approval.
 - No special effects (smoke etc.) may be used inside buildings.
 - The interior of buildings may not be used during breaks, lunches etc. Crew must provide their own washroom facilities.

Artifact Use

- Artifacts may be rented for theatrical or film use subject to the same conditions under Filming above.
- Only items not deemed indispensable will be allowed to leave the site and only at the discretion of the Manager of Recreation & Culture. Insurance for the item(s) will be arranged by the applicant prior to removal from the museum. If an appraisal is required the cost shall be borne by the applicant. A damage deposit may be paid in lieu of insurance.

Appendix "E"

★ PRODUCTION INFORMATION SHEET

TITLE: _____

★ FEATURE FOR:

- Cable or
- Theatrical
- Short

★ MOVIE FOR TELEVISION

_____ Network

★ TV SERIES CYCLE _____

_____ Network

Episode #'s this Cycle: _____

- ½ Hour
- 1 Hour

DISTRIBUTOR:

★ Mini Series

★ TV Special

★ OTHER: (Please State)

For:

_____ Network

Includes drama/variety/docudrama/
TV pilots/documentaries/
interactive videos

Production Company: _____

Address _____

Producer(s): _____

Director: _____

Production Manager: _____

Location Manager: _____

Assistant Loc Mgr.: _____

Prod Office: Phone No: () _____ Fax No: () _____

START DATE: dd/mth/yy:

Pre-Production: ___/___/___ Camera ___/___/___ Wrap: ___/___/___

Union(s): _____

BUDGET INFORMATION: Please indicate whether CDN or US funds

Total Budget: \$ _____ CDN/US Spent in Scugog: \$ _____ CDN/US

TV Series \$ _____ CDN/US per episode x _____ episodes

Please indicate country of origin of your production:

- CDN** Have you received Canadian content status? **Y** **N**
- US** CDN/US Co-Venture
- Co-Production between Canada and** _____
- Other: (please state):** _____

Port Perry playing as (specify city): _____

Principal Cast: _____

Appendix "F"
Requirements for Filming in the
Downtown Port Perry BIA

Compensation for film production in the Downtown Port Perry BIA shall be negotiated by the Production Company and BIA, in consultation with the Film Liaison.

Negotiated compensation shall be based upon the level of activity and impact on the Downtown Port Perry BIA area.

Those business owners who have not previously negotiated the terms of their involvement must make their claim to the Film Liaison within 24 hours of the wrap-up.